

LIS773

Possible Interview Questions for Action Plan Assignment

Prepare for your interviews by scouring the following questions. You'll want to conduct semi-structured interviews, meaning you want to discuss some specific areas of library management without being too rigid. While covering the areas you want to discuss, it should have a conversational flow. The best way to prepare for such an interview is to have a lot more questions than you will actually ask. That way if your interviewee wants to address a topic, you will have equipped yourself to follow.

The following list of questions is certainly not exhaustive, but they should provide the needed inspiration to prepare for your interviews. Feel free to adapt them as you like.

Information Access and Delivery

- What automation system do you use? Did you help select it? What do you like and not like about it?
- How frequently do you weed and conduct inventory?
- What is your circulation policy for materials?
- What role do print resources play in the age of the internet and online resources?
- Do subscription databases come out of your library budget, or does the school, the district, or some other source provide them?
- Does your collection contain multilingual resources? If so, how do you select, organize, market, and use them?
- Do you involve faculty, administrators, or students in selecting materials?

Teaching and Learning

- How do you collaborate with teachers? Will you describe one collaborative project you developed? What went well? What would you change?
- How do you teach library/information literacy skills?
- Do you have a research process model? If so, which one do you use? Is it used school wide?
- What is your relationship with technology? Are you responsible for teaching technology skills? Are you responsible for computer maintenance?
- What are some challenging collegial experiences in this position?
- How do you attract reluctant readers to the library? Do you offer any reading incentives?
- What was one of your most challenging classroom management situations? How did you deal with it?

Communication

- What is your relationship with your school administration?
- What special programming do you do?
- Have you presented during staff development? What was the focus of your session?
- Do you have a public relations/advocacy program or practice?

- Do you have a friends group or an advisory board?
- What is your relationship with the local public library?
- What is your relationship with other schools in your district?

Administration

- Does your library have a mission? Who developed it and how does it guide your management of the library?
- Does your library have a selection policy? How has it guided your management of the library?
- Does your library, or does the school district have an acceptable use policy? How does it guide your management of the library?
- Are you responsible for equipment in your building?
- What determines your budget? How do you allocate funds? Do you have sources outside the budget? (Note, you do not need to get specific numbers)
- What kind of statistics do you keep?
- Does the data you collect impact funding, staffing or spending?
- Have you ever done a school board presentation? If so, what was the topic and how did it go?
- What support staff do you have in the library?
- What type of scheduling do you have? Fixed, flexible, block?
- How/where do you spend most of your time?
- What role does the library media program/staff play in the curriculum of the school?
- Are you involved in mentoring?
- Are there any committees in your school or district on which you serve?

Miscellaneous

- What are the most important student issues you, or the school, or the learning community need to address?
- What do you wish you had known before taking this job?
- What was your best preparation for this job?
- What is one goal that you have for next year for the library?
- What is your greatest professional challenge?
- What advice can you give me as a newly-employed school librarian?